

Incident Reporting

It is important for the College to maintain accurate records of any incidents that cause or could cause injury or damage, to prevent their reoccurrence.

When there is an incident in the workplace, it needs to be recorded as soon as reasonably possible following the event. In the event of a life-threatening emergency, this may not be on the day of the incident, but it should be completed as quickly as possible to achieve the highest possible accuracy.

In the event of:

- a) Death or severe injury of an employee.
- b) Major release of a hazardous substance.
- c) Fire and/or explosion.
- d) Blasting accident that causes injury.
- e) Incident involving explosives.
- f) Major structural failure.

WorkSafe BC must be notified immediately. The President or Designate , or most senior staff member present must call WorkSafe BC's prevention emergency line (604-276-3301) to report the incident as soon as possible.

For more information, please refer to WorkSafe BC's guidelines for [Reporting Incidents](#).